



## RECORDS SEARCH INFORMATION AND FEE SCHEDULE

The Mesa Fire and Medical Department provides the following services for records search and duplication:

The fee for a records search on commercial purpose requests for each address/location is \$30.00 an hour, with a one-hour minimum. Additional time will be charged in 15-minute increments. The charge for each additional 15-minute increment is \$ 7.50. **A \$30.00 check or money order made payable to the City of Mesa is required in advance for the first hour of the search along with a completed records request. A separate check is required for each address and request.**

1. A records search includes Mesa Fire and Medical Department business files, consisting of Mesa Fire and Medical Department inspection records and Mesa Fire and Medical Department hazardous materials incident reports from the past 3 years.
2. Viewing of paper files is no longer available as files are scanned into a records management system.
3. Large requests will take longer to process than the normal two weeks. (Monday – Thursday are business days for City of Mesa.)

***NOTE: Please submit your request to the City of Mesa Fire Prevention at PO Box 1466, Mesa, AZ 85211-1466. (No faxed requests will be processed). Our telephone number is 480-644-2622. These guidelines will help us expedite the handling of your request.***

A records search will be conducted and copies of any or all information pertaining to the above address will be mailed or emailed. Be sure to include the specific address for **each** request, as data is not stored by parcel number.

Please be advised that our investigation will include records from the date the search is initiated to the previous **three years pursuant to ARS 41-151-12**. Should you require a more extensive search, we recommend that you request information from the Arizona Department of Environmental Quality and/or Maricopa County. Should you learn that an underground fuel tank is located within our city limits, please provide us with that information so that we may incorporate it into our records for future reference.



**MESA FIRE/MEDICAL DEPARTMENT  
FIRE PREVENTION**

**PUBLIC RECORDS REPRODUCTION REQUEST FORM**

(Include a separate check along with this form)

This document represents the statement of \_\_\_\_\_  
**Requesting Party's Name/Company Name**

Requesting Party's Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

submitted to this division on \_\_\_\_\_ requesting that the department provide a photocopy or  
Date  
other reproduction of certain public record(s) specified below. Record sought must be a valid address.

**Record address:** \_\_\_\_\_ **Bldg.#s** \_\_\_\_\_ **Suite #s** \_\_\_\_\_

Date(s) of records requested – From \_\_\_\_\_ to \_\_\_\_\_

Requesting party seeks information concerning:

- ☐ Types of hazardous materials on site
- ☐ Hazardous materials incidents on record
- ☐ Aboveground or underground fuel tanks removed and date of removal
- ☐ Date of last fire inspection by Mesa Fire Department
- ☐ Documentation of any Fire Code violations pending

Indicate whether the record(s) is/are to be used for:

☐ Commercial purpose(s) ☐ Non-Commercial purpose(s) (personal use)

I, \_\_\_\_\_, declare that I have read the Information and Instruction  
Requesting Party (Printed)

Sheet accompanying this form (or A.R.S. § 39-121.03 itself) and understand the contents therein. I further  
declare under penalty of perjury that the foregoing is correct and true.

\_\_\_\_\_  
Requesting Party's Signature

Document may be emailed upon request depending on file size and documentation type. **Please indicate how you  
prefer the research be returned.** \_\_\_\_\_ Mail \_\_\_\_\_ Email \_\_\_\_\_